

Chapter 6

ORGANIZING A REGULAR CAP UNIT

6-1. General. This chapter provides information on how to organize a stand alone, chartered CAP or MSI CAP unit. Skip the sections that are not applicable to your situation. Some of the process will already have been completed if you started a MSI CAP flight under a local host CAP squadron. Consequently, some information will not pertain to your situation; however, other information will be useful to all.

Section A - Before You Begin

6-2. Gather Information

a. Review plans with your state's wing commander or designee. To ensure your unit gets started on the right track, contact CAP National Headquarters or your state's wing commander and inform him or her of your plans to start a regular CAP unit *before* you begin to organize. The wing commander will review your tentative plans to determine if your unit requires help and support of other units already in the area. Contact CAP National Headquarters for the address of your wing commander and CAP liaison officer.

b. Gain valuable information and advice from the wing commander. The wing commander will also furnish valuable information and advice on your organizational endeavor.

6-3. Organization Starter Kit

a. Complete and forward the "Request for Organization Starter Kit" form at Figure 6-1. The starter kit contains additional information as well as the proper CAP forms to be used in requesting a unit charter.

b. Mail the request to CAP National Headquarters/DP, 105 South Hansell Street, Maxwell AFB, AL 36112-6332

Section B - Identify a Potential Squadron Commander or Person to Head Unit

6-4. Leader May Be a Teacher Within the School. To be successful, the squadron will need an energetic individual interested in service to the community. The importance of finding the right person for this position cannot be overemphasized. A teacher at the middle school that is interested in seeing the CAP program flourish and meets the other criteria is ideal.

6-5. Recognized Leadership Abilities. The success of the program will be attributable more to leadership than to any other single factor. If at all possible, try to get a person with CAP or military experience to be the commander or at least to help.

REQUEST FOR ORGANIZATION STARTER KIT

To order your Organizational Starter Kit, fax or mail a copy of this request to:

HQ CAP/DP
105 South Hansell Street
Maxwell AFB AL 36112-6332

FAX (334) 953-4262
PHONE (334) 953-7748
E-MAIL dpm@cap.af.mil

REQUEST FOR ORGANIZATION STARTER KIT

Please send a Civil Air Patrol Organization Starter Kit to the address below. We have sufficient personnel interested in CAP to satisfy organizational requirements.

PLEASE PRINT OR TYPE

NAME

STREET AND NUMBER

CITY, STATE, ZIP

PHONE

SIGNATURE

Figure 6-1. Request For Organization Starter Kit

6-6. Desirable But Not Required. In addition to recognized leadership abilities, the following qualifications are desirable as well:

- Energetic individual interested in service to the community
- Interest in aviation
- Management experience
- Military background
- Capable of working with teenagers
- Interest in youth programs
- Good moral character
- Community stature

6-7. Chartered Unit Commander. The wing commander must approve the recommendation for unit commander, so work this issue early in your organizational process. If the recommendation for commander is not approved, or if there is not an experienced member available, task the wing commander to recommend someone to come in and act as interim commander until a commander can be identified and trained.

Section C - Cadet or Composite Squadron (CAPM 20-1, *Organization of Civil Air Patrol*)

6-8. Cadet Squadron. A cadet squadron is a unit that conducts the cadet program and is comprised primarily of cadets (youth) with senior member (adult) leaders. This will be the type of squadron for most of the Middle School Initiative programs. Remember that you must have a minimum of three senior members to meet supervisory, administrative, and training requirements in the conduct of cadet programs.

6-9. Composite Squadron. A composite squadron is a unit conducting both cadet and senior programs, with a mix of cadets (youth) and senior members (adults). Use this type if you will have more than five senior members and will conduct the senior member training program as well.

Section D - Select a Name (CAPR 20-3, *Charters and Other Organization Actions*)

6-10. Identify the Unit With the Local School or Community. The organizers should select a name that identifies the unit with the school and/or the community, e.g., Central Middle, Dayton, Las Vegas, Detroit, etc.

6-11. Type of Unit. Once decided which type of squadron the new unit will be (Cadet or Composite), this is added to the name. For example, John F. Kennedy Middle School Cadet (or Composite) Squadron (or Flight).

6-12. Named after an Individual. This is a unit named for someone other than the school, For example, John Q. Public Cadet Squadron.

a. This will require the individual's permission (in writing) prior to submitting the charter application (CAPF 27, *Organization Action*). If the individual does not give permission, the unit may not be named for that person.

b. If deceased, permission will be obtained from the nearest living relative. If the nearest living relative does not give permission, the unit may not be named for the person.

c. Statement of permission may be typed on reverse side of CAPF 27, *Organization Action*, and signed or attached. In either case, keep a copy of CAPF 27 and the statement for your records.

Section E - Select a District/School Meeting Location

6-13. Permanent Location. A suitable meeting place is very important. This will become the unit's "home." Get a permanent location as quickly as possible. If at all possible, avoid changing the location from week to week. This will allow meetings to continue if the teacher is on vacation or out while promoting a sense of permanence.

a. **Accessible to All Members.** The location should be readily accessible to all members. This includes those that attend the school as well as those that come from outside the school.

b. **Classroom, Activity, Drill, Storage, and Office Space.** If you can't get sufficient office space initially, try to get a closet or storage area for permanent placement of unit files and other property. A drill area is also desirable for both cadet and composite squadrons.

Section F - Apply for a Charter (CAPR 20-3, *Charters and Other Organization Actions*)

6-14. When to Apply for a Charter. In the initial MSI program, the unit will affiliate with a local host CAP squadron. When the time comes for the unit to become a "stand alone" squadron, a unit charter application must be submitted. The CAP wing commander is the approving authority. When all of the above actions have been taken, it is time to obtain a charter to officially recognize the unit as an active part of the national CAP organization. The wing commander will review the application, and after approval, forward it to National Headquarters. If you do not have a CAPF 27, *Organization Action*, you may use a "Request for Organization Charter," Figure 6-2, to request the charter from your wing. It is expected that adding new classes each year with a new teacher that the squadron may be large enough to become an independent squadron. MSI squadrons will have an 800 series charter number.

6-15. National Headquarters Issues Charter. Although CAP wing commanders are the approving authority for the unit activation in their respective states, CAP National Headquarters issues the charter.

REQUEST FOR ORGANIZATION CHARTER

When you are ready to apply for an organization charter, send a request letter to the wing commander using the letter below as a guide. Make the check for the charter fee payable to National Headquarters, CAP.

DATE _____	
MEMORANDUM TO COMMANDER, (YOUR STATE) WING, CIVIL AIR PATROL	
SUBJECT: Charter Request	
Sufficient prospective members have been gathered to satisfy unit requirements. Request a charter be approved for the unit below. A check for the charter fee is attached. Pertinent data follows:	
1.	UNIT NAME _____
2.	UNIT PO BOX _____
3.	MEETING PLACE LOCATION _____
4.	MEETING TIME _____
5.	SPONSORING ORGANIZATION _____
6.	UNIT COMMANDER'S NAME _____
	ADDRESS _____
	PHONE NUMBER _____
SIGNATURE _____	
Attachment: Charter Fee	

Figure 6-2. Request for Organization Charter

6-16. CAPF 27, *Organization Action*, is provided in the starter kit. See Chapter 7, Figure 7-8, for instructions on completing the form.

a. The CAPF 27 includes:

- Unit name
- Mailing address
- Name of sponsoring organization, if any
- Date, time, location of unit meetings and description of facilities, if known
- A statement that a sufficient number of individuals are interested to form a squadron.
- A brief description of the selected commander's qualifications

b. **Charter Fee and Membership Dues.** A charter fee and membership dues, payable to National Headquarters Civil Air Patrol, must accompany the request for charter. (Your wing commander will tell you the charter fee amount.)

c. **Federal Income Tax Exemption.** Each unit must obtain an Employer Identification Number (EIN) from the Internal Revenue Service prior to being chartered by CAP National Headquarters (see Paragraph 6-17 below).

d. **Approval.** The wing commander will review and, after approval, forward the request for charter to CAP National Headquarters. The wing commander will ensure that all the required information is included on the CAPF 27 and the appropriate amount is enclosed. After approving the request for charter, the wing will send the CAPF 27 and monies to CAP National Headquarters for action.

6-17. Employer Identification Number. Prior to completing CAPF 27, an Employer Identification Number (EIN) must be obtained from the IRS.

a. **IRS Form SS-4.** Once initial approval to establish a unit has been received from the wing commander concerned, the new unit commander must complete an IRS Form SS-4. The IRS Form SS-4 is in the starter package of forms and regulations received from CAP National Headquarters. Complete instructions are included with the IRS Form SS-4.

b. CAPF 27, Block III must be completed prior to the charter being issued by National Headquarters. A charter will not be issued until this EIN has been received and is entered on the CAPF 27.

c. IRS will issue EIN number over the phone. You may call IRS to receive your EIN number to help speed up the application for charter.

6-18. Charter Certificate. CAP National Headquarters will approve the request and send the charter certificate to the wing headquarters where it will be held until proper presentation can be made to the new unit.

6-19. Regulations and Forms. After CAP National Headquarters approves the request for charter and sends the charter certificate to the appropriate wing, the new unit will receive a set of CAP regulations, manuals, all necessary forms, and a CAP seal directly to the new unit's mailing address as listed on the CAPF 27.

6-20. Pamphlets and Purchase Items. Some pamphlets will be included in the initial shipment from CAP National Headquarters, but most will not. Pamphlets are purchase items as are a few of the manuals (see CAPF 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*, for more details on which are purchase items). These may be purchased through the Civil Air Patrol Bookstore using a CAP Bookstore order form.

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